COMPUTER OPERATOR/PROGRAMMER

DISTINGUISHING FEATURES OF THE CLASS: The work involves writing new computer programs and modifying existing programs. Incumbents also operate computers producing a variety of output for various purposes. Duties are performed under direct supervision in accordance with established procedures with leeway allowed for the use of independent judgement in devising solutions for programming assignments. A Computer Operator/Programmer does related work as required.

TYPICAL WORK ACTIVITIES:

- Writes programming language instructions for use in digital computer programs;
- Prepares input and output forms;
- Tests, revises, and corrects new and modified programs;
- Maintains accurate documentation of program logic and operating instructions for computer operators;
- Operates and electronic computer and peripheral data processing equipment;
- Changes tapes, disc packs, printer paper, and makes other routine adjustments on systems;
- Studies program operating instruction;
- Observes console messages and takes appropriate action to continue execution of programs;
- Updates manuals and files on system operating procedures;
- Distributes data processing output to users;
- Performs data entry functions as it necessary.

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES: Good knowledge of the principles and practices of mainframe computer operation; good knowledge of computer programming techniques and terminology; working knowledge of financial account keeping; ability to operate and make routine adjustments to computers and peripheral equipment; ability to follow complex oral and written instructions; ability to work effectively with others; attention to details; physical condition equal to the demands of the position.

MINIMUM QUALIFICATIONS: Either:

A.) Study at a regionally accredited or New York State registered college or university. Course work must have included successful completion of at lease 18 semester credit hours in electronic data processing subjects;

OR

B.) Successful completion of a certified course in computer programming offered by a New York State approved technical training institute;

OR

C.) One year of full time experience or equivalent verifiable part-time experience programming electronic data processing computers.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Revised: 12/5/85

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